

**STATE NEED GRANT  
HIGHER EDUCATION COORDINATING BOARD STAFF**

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HECB secured password-protected financial aid website located at:

<https://www.hecb.wa.gov/hecblogin/login.asp>

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## **WASHINGTON STATE NEED GRANT**

### **2006-2007 PROGRAM TIMELINES**

May 1, 2006	Requests mailed to institutions for items to support the “Institutional Agreement to Participate”
July 5, 2006	Schools can begin requesting funds for summer (1st term) and fall terms
August 2006	Updated Archive Check Report with 2005-2006 award data available on HECB password-protected website*
September 2006	HECB requests staff contact updates from financial aid administrators TRIO eligibility list available
November 3, 2006	Fall Interim Reports due Privates will receive validation reports within two weeks of filing interim
November 2006	LEAP/SLEAP letters mailed to private and proprietary institutions
February 2, 2007	Winter Interim Reports due Privates will receive validation reports within two weeks of filing interim
April 15, 2007	Transfer funds available until this date
May 4, 2007	Spring Interim Reports due Privates will receive validation reports within two weeks of filing interim
June 8, 2007	Private institutions - Final request for funds
July 1, 2007	HECB will E-mail Reconciliation of Records form
July 9, 2007	Reconciliation and Year End Interim Reports due Privates will receive validation reports within two weeks of filing interim
August 2007	Updated Archive Check Report with 2006-2007 awards available on HECB password-protected website*
September 2007	HECB requests staff contact updates from financial aid administrators

*\*Contingent upon receipt of completed Reconciliation of Records from institutions.*

## **UPDATES FOR 2006-07 STATE NEED GRANT MANUAL**

**Proposed SNG rule revisions:** At the time of this publication several updates have been proposed for Chapter 250-20 WAC, State Need Grant. Once the revision process has been finalized, an updated Chapter 250-20 WAC will be forwarded to schools as an addendum to the 2006-07 manuals.

**Less than Half Time Pilot study:** Nine schools are participating in a two year pilot study throughout the 2005-07 biennium that allows students enrolled in four and five credits to receive SNG awards. These students are receiving the equivalent of a  $\frac{1}{4}$  time award. A report on the progress of the pilot is due to the legislature in the Fall of 2006.

**Revised reconciliation procedures:** The 2<sup>nd</sup> part of the end of year reconciliation edits have been migrated to the HECB Portal system. The most notable difference for schools is that a refined list of edits will be uploaded to your secure site once your final interim report has been submitted. These edits are in addition to the ones that are processed within the interim reporting tool and will need to be addressed and forwarded back to HECB. These edits primarily consist of over-awards and enrollment status changes.

**Private school validation process:** A more efficient validation process has been implemented for the private/proprietary schools. Instead of receiving a paper print out of all of students to verify the payment details, schools are receiving electronic discrepancy reports that only reflect differences between their uploaded interim data and what HECB shows in the Portal system. These spreadsheets need to have the corrections made and sent back to the HECB.

**Electronic Funds Transfers (EFTs) for selected private schools:** During the 2005-06 academic year a pilot study was conducted with two private four-year institutions. The EFTs are processed on a reimbursement basis. The process seems to be going very smoothly and we are hoping to expand access to this payment method for the 2006-07 school year.

**Revised MFI/award amounts:** Updated Median Family Income and award charts are provided in this manual to assist you with your award packaging.

**Former Foster Care Youth priority:** 2005 legislation inserted Former Foster Youth as a priority for State Need Grant. These students do not need to meet the income cutoff but do need to be considered “needy.” The definition for “former foster youth” means a person who is at least eighteen years of age, but not more than twenty-four years of age, who was a dependent of the Department of Social and Health Services at the time he or she attained the age of eighteen.

**New Cash Request form:** A new Cash Request form was created to accommodate for the Less-Than-Half-Time pilot project cash requests. The new sections on the form only apply to the pilot schools but we prefer everybody use this more updated form. It can be obtained on our secure website under forms.